

Message Text

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ACTION CA-01

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FM AMEMBASSY TEHRAN
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UNCLAS TEHRAN 2188

FOR CA-RON SOMERVILLE, M/MO HARRY JONES, PER/FCA/JO MIKE
DURKEE AND NEA/EX

EO 11652: N/A
TAGS: CGEN, APER, ABUD
SUBJ: USE OF TEMPORARY EMPLOYEES IN CONSULAR FUNCTIONS

REF: (A) STATE 036833, (B) STATE 016438

1. AS DEPARTMENT AWARE THIS POST HAS MADE EXTENSIVE USE OF PITS, PRIMARILY IN CONSULAR WORK. AT PRESENT WE HAVE SIX AMERICAN PITS AND ONE LOCAL PIT WORKING IN CONSEC.
 2. AT LEAST THROUGH THIS FISCAL YEAR POST WILL NEED NOT ONLY SERVICES OF THESE PITS BUT WILL ALSO REQUIRE ADDITIONAL PITS TO FILL POSITIONS ALLOTTED TEHRAN IN REFTTEL (B) UNLESS AND UNTIL THESE POSITIONS ARE FILLED.
 3. THIS MEANS POST WILL NEED A TOTAL OF NINE AMERICAN PITS AND THREE LOCAL PITS TO SEE US THROUGH SUMMER RUSH.
 4. FROM CONSULAR PACKAGE DEPARTMENT CAN SEE EXTENT OF WORK LOAD INCREASES THIS YEAR OVER LAST YEAR AND EXPECTED IN THIS AND NEXT FICAL YEAR. FY 77 SHOWED OVER 100,000 NIV APPLICATIONS PROCESSED AND CONSIDERING NUMBER OF AMERICANS NOW RESIDEING AND EXPECTED TO RESIDE
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IN IRAN THIS YEAR AND NEXT, SERVICES FOR AMERICAN CITIZENS WILL INCREASE ACCORDINGLY.

5. WITHOUT SUFFICIENT RESOURCES POST WILL NOT RPT NOT BE ABLE TO ADEQUATELY PERFORM EVEN STATUTORY FUNCTIONS PROPERLY AND DEPARTMENT CAN EXPECT BACKLOGS IN IV, NIV AND AMERICAN SERVICES WORK.

6. OUR NEW PIT POSITIONS WOULD BE UTILIZED AS FOLLOWS:

A. ONE AMERICAN PIT IN THE IMMIGRANT VISA OFFICE TO DO PRE-SCREENING DOCUMENTS JUST PRIOR TO THE FINAL INTERVIEW, SUPERVISE QUOTA CONTROL, AND ANSWER CORRESPONDENCE.

B. ONE AMERICAN PIT IN AMERICAN SERVICES OFFICE TO MEET AND GREET AMERICANS, ANSWER ANY AND ALL INQUIRIES FROM AMCITS, SUPERVISE PASSPORT ISSUANCE AND ANSWER CORRESPONDENCE.

C. ONE AMERICAN PIT IN THE CG OFFICE TO DO CLASSIFIED TYPING AND FILING, IN CHARGE OF ALL CLASSIFIED FILES, INSURE THAT CONSULATE REPORTS ARE SUBMITTED ON TIME, REVIEW ALL OUTGOING CORRESPONDENCE TO INSURE IT IS IN PROPER FORMAT AND SUPERVISE LOCAL SECRETARIES.

D. THE REMAINDER OF THE AMERICAN PIT POSITIONS WOULD BE USED IN THE NIV OFFICE PRIMARILY FOR SCREENING NIV APPLICATIONS. THEY WOULD ALSO SUPERVISE FILE ROOM AND ANSWER CORRESPONDENCE.

E. LOCAL PIT POSITIONS: ONE LOCAL PIT WOULD BE USED IN THE AMERICAN SERVICES OFFICE TO DO NOTARIAL WORK AND ANSWER GENERAL INQUIRIES. ONE LOCAL PIT WOULD BE USED IN THE IMMIGRANT VISA OFFICE PROCESSING IV APPLICATIONS AND ANSWERING GENERAL INQUIRIES. ONE LOCAL PIT WOULD BE USED IN THE NIV OFFICE PROCESSING NIV APPLICATIONS, WORKING IN THE FILE ROOM AND ANSWERING GENERAL INQUIRIES.

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